

**Chapter 26: Protocol Records**

---

**Diplomatic and Consular Liaison****A260201 Policy and Precedent Files**

**Description:** Correspondence and other documentation of the policies and procedures governing rights, privileges and immunities of foreign diplomatic and consular officers and their employees; acceptability of diplomatic and other foreign government personnel in U.S.; agreement and presentation of credentials; and specific precedent cases involving unique or particularly difficult cases developed in the execution of these policies and procedures.

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-93-34, item 1

---

**A260202a Special Protocol Services-Country File - Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item 1 (Policy and Precedent Files).**

**Description:** a. Barred Re-Entry.

**Disposition:** Destroy when 30 years old.

**DispAuthNo:** N1-59-93-34, item 2a

---

**A260202b Special Protocol Services-Country File - Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item 1 (Policy and Precedent Files).**

**Description:** b. Other.

**Disposition:** Destroy 5 years after case has been resolved; but, not before officer has departed the United States on reassignment.

**DispAuthNo:** N1-59-93-34, item 2b

---

**A260203 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

---

---

**Chapter 26: Protocol Records**

---

**A260204 Reserved for future use****Description:****Disposition:****DispAuthNo:**

---

**A260205 Foreign Consular Officers and Employees, Embassy, OAS Mission and Miscellaneous Foreign Government Employees - Appointment and Termination File**

**Description:** DSP Form 110, Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer, DSP-111, Notification of Appointment of Foreign Government Employee, DSP-112, Notification of Appointment of Honorary Consular Officer, DSP Form 115, Notice of Termination of Diplomatic, Consular, or Foreign Government Employment, and other related documents concerning the appointment and termination of Foreign Consular Officers, employees of diplomatic and consular missions, missions to the Organization of American States and miscellaneous Foreign Government offices.

**Disposition:** Retire terminated files to RSC when 5 years old. Destroy 25 years after termination of appointment.

**DispAuthNo:** N1-59-93-34, item 3

---

**A260206 Foreign Diplomatic Officers - Appointment and Termination File**

**Description:** DSP Form 110, Notification of Appointment of Foreign Diplomatic Officer and Career Consular Officer, DSP-115, Notice of Termination of Diplomatic, Consular, or Foreign Government Employment, and other related documents concerning the appointment and termination of Foreign Diplomatic Officers accredited by the U.S. Government at embassies, missions to the Organization of American States and as Principal Resident Representatives at the World Bank and International Monetary Fund.

**Disposition:** Retire terminated files to RSC when 15 years old. Destroy 30 years after termination of appointment.

**DispAuthNo:** N1-59-93-34, item 4

---

**A260207 Personnel List**

**Description:** Lists of personnel of diplomatic missions.

**Disposition:** Destroy when 1 year old or after purpose has been served, whichever occurs first.

**DispAuthNo:** NC-59-76-1, item 1

---

**Chapter 26: Protocol Records**

---

**A260208 Non Diplomatic Embassy Personnel-Card File**

**Description:** Summary of DS-394 information arranged by name of employee in active and terminated categories.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-76 9, item 1

---

**A260209 Manuscript copy of White List-Employees of Diplomatic Missions**

**Description:** Manuscript copy of White List-Employees of Diplomatic Missions.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** NN-172-6, item 7

---

**A260210 Agreement Country File**

**Description:** Arranged by name of country. Diplomatic notes, briefing memorandums, information memorandums, biographic data, approvals, telegrams, texts of formal remarks, inquiries by foreign governments and other material relating to the acceptability and accreditation of foreign diplomats to the United States.

**Disposition:** Permanent. Cut off when no longer needed. Retire to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-95-7

---

**A260211 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

---

**A260212 Biographic Data on Ambassadors**

**Description:** Biographic Data on Ambassadors.

**Disposition:** Destroy when purpose has been served.

**DispAuthNo:** NN-172-6, item 10

---

**A260213 Diplomatic Accreditation Card File**

**Description:** Indicates name, country, spouse's name, date of appointment and title.

**Disposition:** Associate with notification of appointment for Foreign Diplomatic Officers. Destroy 30 years after termination of appointment.

**DispAuthNo:** N1-59-93-34, item 5

---

**Chapter 26: Protocol Records**

---

**A260214 International Organization Card File (DS-656)**

**Description:** International Organization Card File (DS-656).

**Disposition:** Destroy 5 years after termination.

**DispAuthNo:** NN-172-6, item 15

---

**A260215 International Organization Correspondence Files**

**Description:** Consist of correspondence, reports and lists concerning new appointments, changes in status, terminations, etc.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-172-6, item 16

---

**A260216a Diplomatic List Records**

**Description:** a. Manuscript copy of Diplomatic List.

**Disposition:** Destroy when of no further reference value.

**DispAuthNo:** NN-172-6, item 17a

---

**A260216b Diplomatic List Records**

**Description:** b. Country files consisting of notes exchanged with foreign embassies concerning recognition, change in status, permission to work, etc.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** NN-172-6, item 17b

---

**A260216c Diplomatic List Records**

**Description:** c. Bound volumes of Diplomatic List.

**Disposition:** Retain 1 copy.

**DispAuthNo:** NN-172-6, item 17c

---

**A260217 Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:**

---

---

**Chapter 26: Protocol Records**

---

**A260218 Protection of Foreign Dignitaries and other Official Personnel**

**Description:** Consists of all correspondence pertaining to the notification of foreign officials visiting the United States and designations of official guests.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** NC1-59-77-22

---

---

**Chapter 26: Protocol Records**

---

**Assistant Chief for Visits****A260301a Foreign Dignitaries Visit Files**

**Description:** Documents reflect arrangements for visiting chiefs of state, heads of government, foreign ministers and other high-ranking officials to the United States.

a. Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 1a

---

**A260301b Foreign Dignitaries Visit Files**

**Description:** Documents reflect arrangements for visiting chiefs of state, heads of government, foreign ministers and other high-ranking officials to the United States.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-4, item 1b

---

**A260302 Gifts and Decorations General Policy Files**

**Description:** Documents reflect the laws and regulations governing the acceptance of gifts and decorations e.g., the Gifts and Decorations Act.

**Disposition:** Permanent. Transfer to the RSC when 10 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 2

---

**A260303a Gifts Received Over Minimum Value**

**Description:** Documents reflect gifts received by U.S. State Personnel and requests to accept gifts on behalf of the U.S. for official use over minimum value.

a. Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 4 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 3a

---

---

**Chapter 26: Protocol Records**

---

**A260303b Gifts Received Over Minimum Value**

**Description:** Documents reflect gifts received by U.S. State Personnel and requests to accept gifts on behalf of the U.S. for official use over minimum value.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-4, item 3b

---

**A260304a(1) Travel Files**

**Description:** a. Presidential Visits

Documents reflect gifts given on official visits of foreign heads of state to Washington on behalf of the President.

(1) Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 4a(1)

---

**A260304a(2) Travel Files**

**Description:** a. Presidential Visits

Documents reflect gifts given on official visits of foreign heads of state to Washington on behalf of the President.

(2) Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-4, item 4a(2)

---

**A260304b(1) Travel Files**

**Description:** b. Presidential and other High-Level Official Travel

Documents reflect gifts given on travel abroad by the President, Vice President, Secretary of State or Presidential Delegation.

(1) Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 4b(1)

---

**Chapter 26: Protocol Records**

---

**A260304b(2) Travel Files**

**Description:** b. Presidential and other High-Level Official Travel

Documents reflect gifts given on travel abroad by the President, Vice President, Secretary of State or Presidential Delegation.

(2) Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-04, item 4b(2)

---

**A260305a Decorations and Awards Files**

**Description:** Documents reflect the request for permission to accept awards and decorations, and the Department's response.

a. Official File.

**Disposition:** Block annually. Destroy when 3 years old.

**DispAuthNo:** N1-59-98-4, item 5a

---

**A260305b Decorations and Awards Files**

**Description:** Documents reflect the request for permission to accept awards and decorations, and the Department's response.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-4, item 5b

---

**A260306a Annual Report to Congress**

**Description:** Documents reflect all gifts given to foreign officials over minimum value.

a. Official File.

**Disposition:** Permanent. Transfer to the RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 6a

---



---

**Chapter 26: Protocol Records**

---

**A260306b Annual Report to Congress**

**Description:** Documents reflect all gifts given to foreign officials over minimum value.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-4, item 6b

---

**A260307a Federal Register Reports**

**Description:** Documents reflect gifts given to U.S. Government officials. Data received from all departments and agencies and compiled by Protocol for submission to the Federal Register.

a. Official File.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-4, item 7a

---

**A260307b Federal Register Reports**

**Description:** Documents reflect gifts given to U.S. Government officials. Data received from all departments and agencies and compiled by Protocol for submission to the Federal Register.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-4, item 7b

---

**A260308 Vendor Files**

**Description:** Publications maintained by company and type of item for the purchase of gifts.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** Non-Record

---

**A260309 Historical Gifts Files**

**Description:** Automated inventory and purchasing of gifts (Duplicate Gift List). Data maintained by country, item, trip and visit. This information duplicates records maintained in the official files.

**Disposition:** Destroy 3 years after database is superseded.

**DispAuthNo:** N1-59-98-04, item 9

---

**Chapter 26: Protocol Records**

---

**A260310 Gift Authorization Forms**

**Description:** Original copies authorizing the purchase of items to give as gifts by the President, Vice President or Secretary of State.

**Disposition:** Destroy when 3 years old.

**DispAuthNo:** N1-59-98-04, item 10

---

**A260311a Delegation Files**

**Description:** Documents reflect U.S. delegations to funerals, inaugurations and other ceremonies abroad. Included are list of delegates, itineraries, planned events and related correspondence.

a. Official File.

**Disposition:** Transfer to RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-04, item 11a

---

**A260311b Delegation Files**

**Description:** Documents reflect U.S. delegations to funerals, inaugurations and other ceremonies abroad. Included are list of delegates, itineraries, planned events and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-04, item 11b

---

**A260312a Credential Files**

**Description:** Documents reflect the presentation of credentials of foreign ambassadors to the President. Included are country background notes, biographic sketches, presidential replies to remarks of newly appointed ambassadors, credentials for accrediting ambassadors and related correspondence.

a. Official File.

**Disposition:** Permanent. Transfer to the RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-04, item 12a

---

---

**Chapter 26: Protocol Records**

---

**A260312b Credential Files**

**Description:** Documents reflect the presentation of credentials of foreign ambassadors to the President. Included are country background notes, biographic sketches, presidential replies to remarks of newly appointed ambassadors, credentials for accrediting ambassadors and related correspondence.

b. Electronic versions of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-98-04, item 12b

---

**Assistant Chief for Ceremonials****A260401a Official and State Functions Files.**

**Description:** Documents reflecting arrangements for official functions given by the Secretary of State, the Vice President, and other high-ranking U.S. Government officials as well as public events involving the Diplomatic Corps. Included are U.S. Presidential inaugurations, state funerals, joint sessions of Congress, United National General Assembly, receptions, memorial services, condolences, and related correspondence.

a. Official Files.

**Disposition:** Permanent. Block annually. Transfer to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-04, item 13a

---

**A260401b Official and State Functions Files.**

**Description:** Documents reflecting arrangements for official functions given by the Secretary of State, the Vice President, and other high-ranking U.S. Government officials as well as public events involving the Diplomatic Corps. Included are U.S. Presidential inaugurations, state funerals, joint sessions of Congress, United National General Assembly, receptions, memorial services, condolences, and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-04, item 13b

---

---

**Chapter 26: Protocol Records**

---

**Assistant Chief for Administration****A260501a Federal Holiday Files**

**Description:** Diplomatic notes sent to embassies announcing U.S. Government closings.

a. Official File.

**Disposition:** Block annually. Destroy when no longer needed for current operations or when 2 years old, whichever is later.

**DispAuthNo:** N1-59-98-04, item 14a

---

**A260501b Federal Holiday Files**

**Description:** Diplomatic notes sent to embassies announcing U.S. Government closings.

b. Electronic version of records created on electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-04, item 14b

---

**A260502a(1) Tribute of Appreciation Files**

**Description:** a. General Policy and Procedure Files

Documents reflect background information relating to the Department's guidance on issuing tributes warranting special acknowledgment to individuals, groups, and organizations contributing their services to the Department's programs and activities.

(1) Official File.

**Disposition:** Permanent. Retire to the RSC for transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-98-04, item 15a(1)

---

**A260502a(2) Tribute of Appreciation Files**

**Description:** a. General Policy and Procedure Files

Documents reflect background information relating to the Department's guidance on issuing tributes warranting special acknowledgment to individuals, groups, and organizations contributing their services to the Department's programs and activities.

(2) Electronic versions of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-04, item 15a(2)

---

**Chapter 26: Protocol Records**

---

**A260502b(1) Tribute of Appreciation Files**

**Description:** b. Requests for Tributes of Appreciation

Documents reflect requests for tributes of appreciation awarded to persons or groups for services performed on behalf of the Department's foreign affairs programs.

(1) Official File.

**Disposition:** Block annually. Destroy when 5 years old.

**DispAuthNo:** N1-59-98-04, item 15b(1)

---

**A260502b(2) Tribute of Appreciation Files**

**Description:** b. Requests for Tributes of Appreciation

Documents reflect requests for tributes of appreciation awarded to persons or groups for services performed on behalf of the Department's foreign affairs programs.

(2) Electronic versions of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-98-04, item 15b(2)

---